		広報番号: Announcement No.	FEC-CI46-002-15(R4)	
横須賀基地空席広報 VACANCY ANNOUNCEMENT		募集締切日: Closing Date	5 Apr 16 1st Cut-off: 23 Feb 16 2nd Cut-off: 15 Mar 16	
-Reissue-		発行日: Date of Issue	3 Feb 16	
1.職種名 Job title (等級 Grade 9 /語学等級 LD 4) Supervisory Engineer (General), #541 [監督技師職 (一般)] Acceptable trainee level (採用可能見習い等級): 1-8 □ 事務系 □ 技能系 □ 保安系 □ 医療系 Administrative Blue Collar Trade Security Medical 2.部隊 Activity	募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration I. ② 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. ② 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. ② 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. □ 外部 Off Base Applicant		
Naval Facilities Engineering Command Far East, Operations Officer, Capital Improvements BL, Engineering & Design, Mechanical Engineering (CI46) 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka 3.勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days: Mon-Fri 勤務時間・休憩 Work Hours/Recess Period: 08:00-16:45/12:00-12:45		5.雇用の種類 Type of Employment MLC IHA		
6.職務内容 Duties See attached task list.				
7.資格要件/身体条件 Qualification/Physical Requirements a. One year of specialized, technical, or administrative work experience equivalent at 1-8 level in the related work. b. Must be a college or university graduate with specialized education in the field of mechanical design or architectural engineering or possess an official engineering license in the mechanical or architectural field. (機械工学又は建築工学の学士号、又は機械工学又は建築工学分野の公的な免許状を有する方。) c. Knowledge of professional engineering concepts, principles, methods and practices specialized in the mechanical field such as HAVAC system, plumbing system and fire protection system. (空調、配管及び防火設備等の知識を有している方) d. Skill in operating Computer Aided Designing (CAD) e. Skill in operating personal computer such as Microsoft Word, Excel and PowerPoint etc. f. Ability to supervise subordinate employees. g. Ability to plan, schedule, and assign workload, and provide consultative and expert advisory service to subordinate employees h. Ability to speak, read and write English at Exceptional level. (LD-4) * An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below: 1-8: a. One year of specialized technical or administrative work experience equivalent at 1-7 level in the related work.				
* Handicapped applicants may be accepted, depending on the degree and kind of disability. 英語力 English Language Proficiency: □必要なし None □初級 Basic □中級 Intermediate □上級 Advanced ◎特段の能力 Exceptional				
学歴 Educational Background: 7/8 欄参照 See blocks 7 & 8				

, In It. I. a		職務状況		
8.提出するもの Application and Associated Documents		Working Condition		
*⊠ 空席応募用紙 Application for Va				
*☑ 専門職務経歴書 Resume of Spec	•			
	Fで Japanese ☑ 英語で English □ どちらでも Either ている方は、『親族に関する質問表』			
	でいる方は、『税法に関する負回衣』 vork at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"			
□ 運転免許証の写し Copy of Driver				
□ 大学卒業証明書又は卒業証書の写し(機械・建築又は関連分野における公的な免許状の写し)				
Copy of certificate of educational background in Mechanical/Architectural Engineering OR official				
engineering license in a related field.				
□ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)				
図 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)				
図 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant,				
copy of Residence Card and Passport/Visa Copy				
9. 応募書類	頁提出先 Office to Submit			
内部応募者(現 MLC/IHA 従業員)と外部応募者(非従業員)では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、 郵送/提出して下さい。 募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.				
(注意)上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部応募者(非従業員)からの応募書類は無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.				
1. 内部応募者(現 MLC/IHA 従業員)提出先 (米海軍横須賀基地日本人雇用課 (HRO)): Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base): 〒238-0001 〒238-0001 神奈川県横須賀市泊町1番地 1 Banchi Tomari-cho, Yokosuka				
PSC 473 BOX 22 CNRJ HRO N132				
米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。 毎日午前 0 6 0 0 時より、午後 0 6 0 0 時までこの箱への応募書類の提出が可能です。 Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.				
2. 外部応募者(非従業員)提出分	t: Off Base Applicants must submit to:			
〒238-0011 〒238-0011				
神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka				
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA				
管理第一係 Management #1 Section 電話番号 Phone 046-828-6959				
受付時間:月曜—金曜、0830-1730時 (日本の祭日を除く)。 雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.				
10. 事務処理欄 For Official Use				
 募集部隊 担当 Activity POC: BD2				
PD No.: FEC-CI46-005	PD is accurate and current. Certified by Activity: mat 04 Jun 2015	HRO: (rcvd 6/5) kw 6/8 (6/30) js 7/1 (9/9) js 9/10 (11/20) js 11/20 (2/2) js 2/2		

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450,9397; 及び日本法・個人情報の保護に関する法律(平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記:記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes. 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

Supervisory Engineer (General), #541-9

Under the general supervision of the Capital Improvements Business Line CI4 Design Product Line Coordinator and the In-House Design Director supervises the Mechanical Engineering Design Branch and supports the development, growth and sustainment of NAVFAC's Mechanical Design Engineering competency through comprehensive Community Management and Design of Complex NAVFAC category I and II projects accomplished by NAVFAC Far East Headquarters Team as follows:

- 1. Coordinates with the Technical Design Managers/Leaders at NAVFAC PAC/LANT and HQ as the Technical Design Coordinator for NAVFAC FE interprets and communicates NAVFAC design guidance as it applies to development of mechanical engineering part of the architectural design and engineering field within the NAVFAC Far East area of responsibility. Establishes mechanical engineering standards and guidance for four countries and three regions for mechanical designs accomplished in Japan, Korea, Singapore and Diego Garcia and communicates those requirements to CI and FEAD mechanical engineers. Incumbent sets Mechanical Engineering policy at NAVFAC Far East. (25%)
- 2. Under the general supervision of the In-House Design Division Head, is the supervisory professional engineer with responsible charge over the mechanical branch engineers consisting of five mechanical design engineers executing professional mechanical engineer design work as follows: (60%)
 - A. Responsible for overseeing and production of engineering reports, preparation of schematic and advanced planning and design of mechanical drawings and specifications for NAVFAC Far East construction contract solicitations. Prepares plans, schedules and assigns design work to subordinate professional engineers, directs the order and sequence of work schedules. Assists project design engineers in solving complex engineering problems as related to mechanical design for NAVFAC Far East construction contract solicitations. Projects accomplished include but are not limited to new construction, maintenance, major repair, alteration, renovation or addition of buildings, structures, utility systems, petroleum/fuel bulk storage and delivery systems and other public works facilities.
 - B. Reviews and analyzes final mechanical designs, specifications and drawings prepared by the A-E contractors and NAVFAC PAC for compatibility with specification and conformance with NAVFAC directives, technical requirements and accuracy. Prepares review findings and recommendations for corrective actions or alternatives to engineering problems as related to mechanical engineering issues.

- C. Reviews and analyzes DD Form 1391s completed by Asset Management, completes regional 1391s for unspecified minor MILCONs and family housing MILCONs.
- D. Accomplishes detailed mechanical engineering studies used for building HVAC systems, boiler and power generation plants and utility distribution systems.
- E. Is responsible for general administration and supervision of branch personnel; maintains group discipline, enforces safety and other regulatory requirements; recommends personnel actions for subordinates; and performs other personnel functions.
- 3. Sits on Acquisition Technical Evaluation Boards; evaluates complex contractor mechanical proposals and submissions for NAVFAC contract solicitations. Rates and recommends contractor mechanical proposals for technical competency and possible contract award. (10%)
- 4. Contingency Engineering; as senior mechanical engineer for the NAVFAC Far East established and works to develop mechanical emergency response plans for natural disasters and calamities. Incumbent works as a member of the senior engineer management team in evaluating and implementing NAVFAC Far East emergency response plans. (5%)
- 5. Performs other related or duties as assigned.
- ** Requires a degree or license in mechanical engineering or architecture.